

1. Scope of Work

Ministry of Food Processing Industries launched centrally sponsored, Pradhan Mantri Formalization of Micro Food Processing Enterprises (PM FME) scheme to address the challenges faced by the micro enterprises and to tap the potential of groups and cooperatives in supporting the up gradation and formalization of food processing enterprises. Capacity building and training is a critical component in technical up gradation and formalization of micro food processing enterprises. An interested and eligible firms to provide service for the Course Content – PowerPoint Presentation on processing, packaging and FSSAI guidelines, Audio Visuals, Manuals, Hand books, Detailed Project Reports in English and other regional languages. The course content for the **Fats and Oilseed Processing domain** to be submitted according to the guidelines of MoFPI.

2. Scope of Deliverables

The selected vendor will be responsible for developing the following key deliverables:

1. PowerPoint Presentations (Training Modules)

- Develop a series of PowerPoint presentations (Min. 25 slides of each) that cover essential topics such as:
 - Introduction to Food Processing
 - FSSAI Guidelines and Regulations
 - Food Safety Standards
 - Packaging Techniques and Requirements
 - Micro Enterprise Management
- Ensure that all presentations are visually appealing, clear, and aligned with FSSAI's standards and PMFME objectives.
- Incorporate diagrams, charts, and case studies where relevant.

2. Demonstration Video

- Create demo videos (Duration: 5-10 mins) that explain key concepts related to food product development.
- Develop voice-over narration for the videos, ensuring that the content is both informative and engaging.
- Videos should be formatted in a manner suitable for online and offline training programs.

3. Training Manuals and Handbooks

- Develop comprehensive manuals and handbooks for participants, focusing on the following:
 - Food processing best practices.
 - Step-by-step guidelines for packaging.
 - FSSAI regulatory requirements.
 - Safety and hygiene standards.
 - Business and operational guidelines for micro food enterprises.
- Ensure that the manuals and handbooks are easily understood by individuals with limited prior knowledge and experience in the field.

4. Detailed Project Reports (DPR)

- Develop detailed project reports for the PMFME Scheme that cover:
 - The structure of food processing units.
 - Feasibility studies and market analysis.
 - Financial modelling and budgeting for food businesses.
 - Key operational strategies for micro food enterprises.
 - Compliance with FSSAI regulations.
- Provide a clear implementation roadmap for the micro-enterprises participating in the PMFME Scheme.
- Recommendations for further improvement based on feedback.
- **Content Design & Development:**
 - Develop content with a focus on practical applications, real-world scenarios, and best practices.
 - Ensure the materials are designed for diverse learning styles, integrating text, visuals, and interactive elements.
- **Delivery:**
 - Provide final versions of all deliverables in electronic format (editable and view-only formats).
 - Ensure all materials are ready for deployment in both online and offline training formats.

5. Timeline

- **Phase 1: Research and Content Outline:** 2 weeks

- **Phase 2: Draft Content Development (PowerPoint, Manuals, and DPR):** 4 weeks
- **Phase 3: Audio-Visual Content Creation:** 3 weeks
- **Phase 4: Review and Feedback:** 2 weeks
- **Phase 5: Finalization and Submission of Deliverables:** 2 weeks

6. Project Team

The vendor should provide a dedicated project team consisting of the following roles:

- **Content Developers** (for food processing, FSSAI guidelines, packaging, and DPR)
- **Instructional Designers** (to ensure the content is effective for adult learning)
- **Graphic Designers** (for PowerPoint slides, illustrations, and handbooks)
- **Audio-Visual Production Team** (for video and animation creation)
- **Project Manager** (to coordinate between the vendor team and the client)
- **FSSAI Compliance Expert** (to ensure adherence to FSSAI regulations)

7. Quality Assurance

- Ensure that all content is reviewed for accuracy, clarity, and compliance with FSSAI standards.
- Guarantee that the content is easy to understand, engaging, and suitable for the target audience, including small and micro food enterprises.